

Approved For Pelease 2003/02/27: CIA-RDP83-00058R000100200003-1

ADMINISTRATIVE - INTERNAL USE ONLY

## SPECIAL BULLETIN

OFFICE OF TRAINING

NO. 7-78

8 November 1978

TO:

Agency Training Officers
Budget and Fiscal Officers

SUBJECT:

Tuition Advances for Agency Sponsorship at

Local Colleges and Universities:

1979 Spring Semester

Agency employees requesting sponsorship for part-time academic training at local colleges or universities for the 1979 Spring Semester must have approval by the Office of Training prior to registration.

Those who desire a tuition advance should comply with the following schedule:

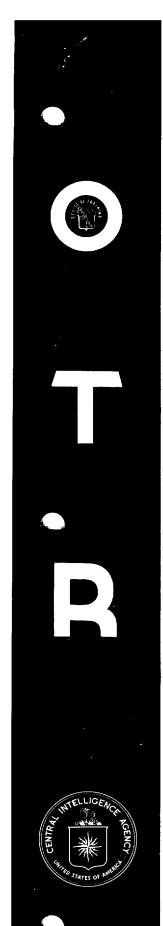
15 December 1978, Friday: Form 136, Request for Training at Non-Agency Facility, is due in OTR, Room 936, Chamber of Commerce Building. Employees whose requests are received after 15 December will be reimbursed upon submission of a tuition receipt and Form 264, Request for Reimbursement.

9 January 1979, Tuesday: Cash advances will be disbursed in Room 1E78 Headquarters, between 1330 and 1500. There will be no individual advances issued after this date except when strongly justified, and these must be endorsed by the Chief of Support of the sponsoring component. All other requests will be handled on a reimbursable basis. Accounting instructions will be given at that time.

To prevent delays and necessity for reimbursement instead of an advance, Training Officers should ensure that all items on the Form 136 required to justify approval are completed, e.g., training objective, cover status, approving signatures, certification of funds, and entrance-on-duty date. Also, please indicate whether the employee is a graduate, undergraduate, or special student and, where applicable, resident or nonresident of state.

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TAT	Questions may be directed to the Office of Training, (Training Support Division),
	NOTE: Requests for courses at colleges with registration dates prior to 9 January 1979 will be handled separately.
	This schedule does not apply to the Agency Off-Campus Program.



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O F F I C E O F T R A I N I N G 1979 Spring Semester

## SCHEDULE - WASHINGTON AREA

SCH00L	REGISTRATION	CLASSES BEGIN
American University	10-13 January *8-22 November	15 January
Off-Campus (Consult Off-Campus Schedule)	Various	
Catholic University	10-12 January	15 January
University of the District of Columbia	9-13 January	17 January
George Mason University	16-19 January	22 January
George Washington University	11-13 January	15 January
Off-Campus (Consult Off-Campus Schedule)	Various	15 January
Georgetown University	15-16 January	17 January
Howard University	5-8 January	10 January
Montgomery College	Late Nov-23 Jan	23 January
Northern Virginia Community College	3-4 January	8 January
Prince George's Community College	16-17 January	20 January
University of Maryland		
University College Off-Campus (Consult Off-Campus Schedule)	16-17 January Various	18 January
Pentagon (Consult Off-Campus Schedule)	Various	
University of Virginia		
Northern Virginia Regional Center	10-24 January	29 January
U.S.D.A. Graduate School	3-7 January	8 January

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\*Early Registration